

**Minutes of the 3<sup>rd</sup> Meeting of  
Board of Management & Finance Committee  
Held on 29<sup>th</sup> May 2017**

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The 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee was held on 29<sup>th</sup> May, 2017 at 11:00 AM at the Central Board Room [MC-301] of Marwadi University. The meeting was chaired by Mr. Ketan Marwadi, President, Marwadi University.

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The Agenda for the day was taken up as below:

**Item No. 1** – Confirmation of the Minutes of the 2<sup>nd</sup> Meeting of the Board of Management & Finance Committee of the University held on 20<sup>th</sup> January, 2017.

The Minutes of the 2<sup>nd</sup> Meeting of the Board of Management & Finance Committee of the University held on 20<sup>th</sup> January, 2017 was circulated amongst the members of the Board for their comments / observations. No comments/observations were received from any of the members.

The Board was requested to consider the same and confirm the Minutes.

The Board agreed to confirm the Minutes and resolved as below:

**Resolution:**

**RESOLVED**, the Minutes of the 2<sup>nd</sup> Meeting of the Board of Management & Finance Committee of the University held on 20<sup>th</sup> January, 2017 are **CONFIRMED**.

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**Item No. 2** – Action Taken Report of the Minutes of the 2<sup>nd</sup> Meeting of the Board of Management & Finance Committee of the University held on 20<sup>th</sup> January, 2017.

The Action Taken Report on the resolution of the said board meeting was placed before the Board for consideration and was requested to accept.

The Board considered the same and resolved as below:

**Resolution:**

**RESOLVED**, the actions taken on the decisions of the 2<sup>nd</sup> Meeting of the Board of Management & Finance Committee of the University held on 20<sup>th</sup> January, 2017 are **ACCEPTED** as reported.

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**Item No. 3** – Consideration of Annual Accounts of the University – Financial Year 2016-17.

Mr. Hardik Dhulia, Accounts Officer of the University was requested to present Annual Books of Account for the Financial Year 2016-17. The members present in the meeting discussed upon the revenues generated through consultancy projects undertaken by the University.

The members considered and resolved as below;

**Resolution:**

**RESOLVED** that, the Annual Accounts of Marwadi University for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance for approval.

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**Item No. 4** – Review on Income and Expenditure for the Financial Year 2016-17.

The Income and Expenditure statement for the Financial Year 2016-17 was presented for discussion and consideration. The Committee noted the movement in income and expenditure and was requested to consider the Incomes and Expenditure.

**Resolution:**

**RESOLVED** that, Income and Expenditure for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance of Marwadi University for approval.

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**Item No. 5** – Submission of Books of Accounts to IT Department: Financial Year 2016-17.

Mr. Hardik Dhulia, Accounts Officer of the University informed the committee members that the Books of Accounts of the University has been prepared and the same shall be submitted to the Income Tax Department for the Financial Year 2016-17 in due course of time after statutory auditor approved the same.

**Resolution:**

**RESOLVED** that, Books of Accounts as presented stands accepted and shall be presented in the meeting of Board of Governance of Marwadi University for approval.

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**Item No. 6** – Infrastructure & Establishment of New Institutes: Financial requirements on expansions Academic Year 2017-18.

It was presented that the University shall be proposing below New Institutes in the Academic Year 2017-18.

- Faculty of Pharmacy :
- Faculty of Law :
- Faculty of Physiotherapy :

The detailed financial and infrastructure requirement for establishment and smooth functioning of the Institute was put-up to the committee members for consideration.

The members present discussed and resolved as below;

**Resolution:**

**RESOLVED** that, Financial and Infrastructure requirements as presented stands accepted and shall be presented in the meeting of Board of Governance for approval.

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**Item No. 7** – Projections: Income & Expenditure Financial Year 2017-18

The projected revenue and expenditure for the Financial Year 2017-18 was presented. The members present in the meeting discussed upon the probable revenue receipts and explore the ways to increase the revenue through undertaking consultancy projects and research and development activities.

The members discussed and resolved as below;

**Resolution:**

**RESOLVED** that, Income & Expenditure projection shall be accepted as presented and shall be presented in the meeting of Board of Governance for approval.

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**Item No. 8** – Review on Utilization of Departmental Budgets: Financial Year 2016-17.

The utilization of Departmental Budgets as allocated was presented for review and consideration as below;

| Departments                                | Financial Year<br>2016-17 |
|--|---------------------------|
| Mechanical Engineering                     | 1,811,693                 |
| Civil Engineering                          | 1,844,472                 |
| Computer Engineering                       | 1,036,699                 |
| Electronics and Communications Engineering | 3,368,116                 |
| Information Technology Engineering         | 572,695                   |

|                                       |                    |
|---------------------------------------|--------------------|
| Environmental Science and Engineering | 6,857,499          |
| Faculty of Management                 | 995,513            |
| Faculty of Computer Application       | 1,828,541          |
| Electrical Engineering                | 1,321,421          |
| <b>SUB- TOTAL (A)</b>                 | <b>19,636,650</b>  |
| <b>GENERAL/COMMON EXPENSES</b>        |                    |
| Salary Expenses                       | 149,745,049        |
| Administrative Expenses               | 13,677,453         |
| Advertising & Marketing Expenses      | 7,293,819          |
| Electricity Expenses                  | 8,079,303          |
| Repair & Maintenance Expenses         | 6,028,005          |
| Housekeeping Expenses                 | 3,881,323          |
| Security Expenses                     | 2,376,158          |
| Staff Related Expenses                | 1,535,834          |
| Library Expenses                      | 4,339,351          |
| Placement Related Expenses            | 2,189,021          |
| Financial & Banking Charges           | 58,932             |
| <b>SUB- TOTAL (B)</b>                 | <b>199,204,248</b> |
| <b>GRAND TOTAL (A+B)</b>              | <b>218,840,898</b> |

The members discussed, considered and resolved as below;

**Resolution:**

**RESOLVED** that, Utilization of Departmental Budgets for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance for approval.

**Item No. 9** – Allocation of Department Budgets: Financial Year 2017-18.

The Allocation of Departmental Budgets for Financial Year 2017-18 was presented for review and consideration as below;

| <b>Department</b>      | <b>Financial Year 2017-18</b> |
|------------------------|-------------------------------|
| Mechanical Engineering | 2,225,000                     |
| Civil Engineering      | 2,475,000                     |
| Computer Engineering   | 1,593,000                     |

|  |                    |
|--|--------------------|
| Electronics and Communications Engineering | 4,750,000          |
| Information Technology Engineering         | 781,000            |
| Environmental Science and Engineering      | 8,325,000          |
| Faculty of Management                      | 1,154,310          |
| Faculty of Computer Application            | 6,250,000          |
| Electrical Engineering                     | 1,625,000          |
| <b>SUB- TOTAL (A)</b>                      | <b>29,178,310</b>  |
| <b>GENERAL/COMMON EXPENSES</b>             |                    |
| Salary Expenses                            | 185,000,000        |
| Administrative Expenses                    | 17,500,000         |
| Advertising & Marketing Expenses           | 8,000,000          |
| Electricity Expenses                       | 9,000,000          |
| Repair & Maintenance Expenses              | 7,000,000          |
| Housekeeping Expenses                      | 4,250,000          |
| Security Expenses                          | 2,750,000          |
| Staff Related Expenses                     | 4,000,000          |
| Library Expenses                           | 5,250,000          |
| Placement Related Expenses                 | 2,750,000          |
| Financial & Banking Charges                | 100,000            |
| <b>SUB- TOTAL (B)</b>                      | <b>245,600,000</b> |
| <b>GRAND TOTAL (A+B)</b>                   | <b>274,778,310</b> |

The members discussed, considered and resolved as below;

**Resolution:**

**RESOLVED** that, Allocation of Departmental Budgets for the Financial Year 2017-18 stands accepted and shall be presented in the meeting of Board of Governance for approval.

**Item No. 10 – Fees Structure: Academic Year 2017-18**

The Fees structure for the Academic Year 2017-18 was presented for consideration and approval from the Members of the Board. The proposed Academic fees were derived while considering the factors like the overhead costs, salary increments, developmental expenditures and inflationary costs. The fees structure included the details like the Tuition fees, caution deposit, fees towards language lab, University enrollment fee, University affiliation fee, registration form & Uniform as well as kit for the students.

The board members were requested for consideration and approval of Fees Structure for Academic Year 2017-18.



**Resolution:**

**RESOLVED** that the proposed Fees structure stands accepted and shall be presented in the meeting of Board of Governance for approval from Academic Year 2017-18.

**Item No. 11** – Hostel Fees for the Year 2017-18.

The Hostel Committee of University has proposed hostel fees structure for the Year 2017-18. The structure has been proposed based upon students intake and based upon the fess structure opted for the Year 2016-17. Recommended fees are mentioned as below for consideration and approval.

| Hostel Fees Structure       |         |             |           |
|-----------------------------|---------|-------------|-----------|
| Description                 | AC-ROOM | NON-AC ROOM | DORMITORY |
| Full Year Fees              | 127,500 | 77,500      | 57,500    |
| Installment Fees First half | 67,500  | 42,500      | 32,000    |
| Second half                 | 65,000  | 40,000      | 28,000    |

The members present discussed and looking at the regional constraints as well as current admission scenario, decided to keep the same fee structure for the upcoming year.

**Resolution:**

**RESOLVED** that, the proposed Hostel Fees shall be adopted and implemented for the Academic Year 2017-18 and shall be put up in the meeting of Board of Governance for approval.

**Item No. 12** – Transport Fees for the Academic Year 2017-18.

The Transport Committee of University has proposed transport fees structure for the Academic Year 2017-18. The structure has been proposed based upon students intake and based upon the fess structure opted for the Year 2016-17. Recommended fees are mentioned as below for consideration and approval.

| Transport Fees Structure: |             |                             |
|---------------------------|-------------|-----------------------------|
| Description               | Rajkot      | Morbi/Gondal/Dhrol/Wankaner |
| Full Year Fees            | Rs. 16000/- | Rs. 21000/-                 |
| Installment Fees          | Rs. 10000/- | Rs. 13000/-                 |
|                           | Rs. 7000/-  | Rs. 9000/-                  |

The members present, discussed and looking at the regional constraints as well as current admission scenario, decided to keep the same fee structure for the upcoming year.

**Resolution:**

RESOLVED that, the proposed Transport Fee Structure shall be adopted and implemented for the Academic Year 2017-18 and shall be presented in the meeting of Board of Governance for approval.

**Item No.13:** Approval of HR Policies.

HR policies and procedures provide guidelines on employer-employee relationships, which impart information on acceptable norms of behavior, work schedules, conflict resolution and disciplinary measures. The policies framed were presented to the members for suggestions and consideration.

The members present in the meeting discussed and resolved as below;

**Resolution**

RESOLVED that, the draft HR policies of Marwadi University shall be considered for implementation and shall be put-up to the Board of Governance - Marwadi University for its approval.

**Item No. 14:** Appointment of Key Officers of Marwadi University

The guidelines issued by UGC with respect to Appointment of Key Officers - Provost, Registrar, and Controller of Examinations & Accounts Officers was presented to the members present in the meeting.

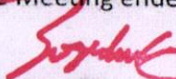
It was shared that Marwadi University shall frame its policy in accordance to the guidelines shared by UGC and shall adhere while adopting its process.

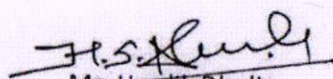
The members present in the meeting discussed and resolved as below;

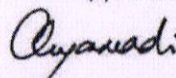
**Resolution**

RESOLVED that, the draft policy with reference to the appointment of Key Officers of Marwadi University shall be considered for implementation and shall be put-up to the Board of Governance - Marwadi University for its approval.

The Meeting ended with Thanks to the Chairperson.

  
Dr. Y P Kosta  
Provost – Marwadi University

  
Mr. Hardik Dhulia  
Accounts Officer – Marwadi University

Approved  
  
Mr. Ketan Marwadi  
President – Marwadi University

**Minutes of the 4<sup>th</sup> Meeting of  
Board of Management & Finance Committee  
Held on 8<sup>th</sup> February, 2018**

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The 4<sup>th</sup> Meeting of the Board of Management & Finance Committee was held on 8<sup>th</sup> February, 2018 at 10:30AM at the Central Board Room [MC-301] of Marwadi University. The meeting was chaired by Mr. Ketan Marwadi, President, Marwadi University.

The President welcomed all the distinguished members of the Board of Management & Finance Committee.

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The Agenda for the day was taken up as below:

**Item No. 1** – Confirmation of the Minutes of the 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee of the University held on 29<sup>th</sup> May, 2017.

The Minutes of the 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee of the University held on 29<sup>th</sup> May, 2017 was circulated amongst the members of the Board for their comments / observations. No comments/observations were received from any of the members.

The Board was requested to consider the same and confirm the Minutes.

The Board agreed to confirm the Minutes and resolved as below:

**Resolution:**

**RESOLVED**, the Minutes of the 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee of the University held on 29<sup>th</sup> May, 2017 are **CONFIRMED**.

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**Item No. 2** – Action Taken Report of the Minutes of the 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee of the University held on 29<sup>th</sup> May, 2017.

The Action Taken Report on the resolution of the said board meeting was placed before the Board for consideration and was requested to accept.

The Board considered the same and resolved as below:

**Resolution:**

**RESOLVED**, the actions taken on the decisions of the 3<sup>rd</sup> Meeting of the Board of Management & Finance Committee of the University held on 29<sup>th</sup> May, 2017 are **ACCEPTED** as reported.

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**Item No. 3** – For Further expansions and considering the need of additional infrastructure Loan to be availed from Banks/ Financial Institution.

It was presented that the University is planning to add new course like Nursing, physiotherapy, Law etc. for that purpose University require to infuse fund for Capex. It is proposed to avail Loan from existing banker/ financial institutions.

The detailed financial and infrastructure requirement for establishment and smooth functioning of the Institute was put-up to the committee members for consideration along with cost estimation and requirement of borrowings.

The members present discussed and resolved as below;

**Resolution:**

**RESOLVED** that, Additional Financial and Infrastructure requirement as presented stands accepted and shall be presented in the meeting of Board of Governance for approval.

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**Item No. 4** – Projections: Income & Expenditure Financial Year 2018-19.

The projected revenue and expenditure for the Financial Year 2018-19 was presented. The members present in the meeting discussed upon the probable revenue receipts and explore the ways to increase the revenue by offering other short term courses as well as by planning some cost effective methods in administration.

The members discussed and resolved as below;

**Resolution:**

**RESOLVED** that, Income & Expenditure projection shall be accepted as presented and shall be presented in the meeting of Board of Governance for approval.

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**Item No. 5** – Review on Utilization of University Budgets: Financial Year 2017-18.

The utilization of University Budgets as allocated was presented for review and consideration by Mr. Hardik Dhulia, Accounts Officer of the University.